RARE BOOK AND MANUSCRIPT LIBRARY

1975-1976.

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

In a review of the activities of the Rare Book and Manuscript Library during 1975-1976 improvements in administration and operations can be demonstrated in several important and critical areas. The Rare Book Department staff has been strengthened by the addition of a full-time Reference Librarian and Bibliographer; security measures have been taken to protect more fully our valuable resources; the number of gifts were at an all-time high, and their variety and value have enriched our research resources; and the Friends of the Columbia Libraries, now marking its twenty-fifth year, continues to support the libraries, not only through the encouragement of gifts, but also in its academic purpose of service to scholarship. The program of the Rare Book and Manuscript Library, as outlined in this annual report, could not have been achieved without the cooperation of a skilled and dedicated staff, and the support of a sympathetic and imaginative library administration.

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I. Summary of Year's Work

Collection Development and Maintenance

Gifts. During 1975-1976 donors added a record number of books and manuscripts to the collections. Received by gift were 4,460 volumes and 978,458 manuscript items worth $340,244 in appraised or estimated value. The 171 separate donations represent the largest number of gifts presented in a single year. Among these donations were 53 collections of manuscripts and papers, and groups of papers added to existing collections. The major gifts were recorded in "Our Growing Collections" in each issue of the Columbia Library Columns.

Purchases. We expended $54,289 for the purchase of 70 rare editions, 9 collections of papers and printed materials, and 21 individual manuscripts. Of this amount $38,500 represented budgeted funds (including binding and periodical allotments). The remaining $15,790 were funds donated to the Library for specific purposes, those generated by the sale of duplicate books, and those appropriated by the Friends for the purchase of the anniversary gift. A detailed breakdown by fund, and the financial statement of the Friends are given in Part III of this report.

Duplicates. The largest groups of duplicate books were disposed of during preceding years, so this year we can report only the modest sale of 133 duplicate volumes. They had a sale value of $10,592, of which $6,800 was deposited in the Mixer Fund (leaving $13,000 still owed the Fund on the amount originally borrowed to cover an abatement due on the Samuels bequest).

Binding and Preservation. Due to inflating costs and a stationary binding allotment, only 158 volumes were bound by the commercial binder, compared with 185 in the previous year. The Library bindery handled 391 volumes, compared with 98 during 1974-1975. This figure includes 29 special repairs, 104 pamphlet bindings, and 257 special board portfolios. The overall number of volumes handled represents an encouraging increase which we hope will be maintained because of the large number of volumes awaiting binding attention, particularly in the area of repairs. The Rare Book Department also used 859 Gaylord pamphlet bindings for books in wrappers, pamphlets and leaflets. 405 leather-bound volumes were lactated and oiled, half the number treated the previous year, due to fewer number of staff hours available for this work.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library included the following exhibits:

The Frankenhuis Collection of World War I Posters. May 19 - September 24, 1975

Gifts for 1975. September 24 - December 15, 1975

Singers & Musicians from the Constance Hope Collection. December 18, 1975 - March 1, 1976

Two Gifts from Morton Pepper: The John Steinbeck Collection and The C. Doris Hellman Collection of Astronomy Books. March 3 - May 13, 1976

The Faces of Lincoln: Portraits presented by Morton Pepper. May 17 - September 29, 1976

In addition to the above, we mounted an exhibition, "Random House & Bennett Cerf," in the Rotunda of Low Memorial Library. The exhibition, celebrating the firm's fiftieth anniversary and the gifts of their papers and imprint file to Columbia, opened with a reception on January 28, 1976, sponsored by the University Librarian and the Friends of the Columbia Libraries. It received full coverage in the New York Times and other publications, and remained on view through February 20.

Books, manuscripts and art objects from the collections were also lent for exhibition purposes to the following institutions: Adelphi University Library; Barnard College Library; Grolier Club; Hudson River Museum (Yonkers); John F. Kennedy Center for the Performing Arts (Washington, D.C.); Metropolitan Museum of Art; National Portrait Gallery; Pierpont Morgan Library; Science Museum (London); and Wave Hill Center for Environmental Studies (Bronx).

Bibliographical Control

Rare Book Department. The rare book collections have been increased this year by the addition of 4,530 volumes through purchase and gift. Our arrearages (after deducting 3,864 volumes cataloged, 133 duplicate volumes sold, and 2,828 volumes sent to other departments) now stands at 56,242 volumes (compared with 58,537 on June 30, 1975).

We are continuing to create records on all uncataloged books and ephemera over which there had previously been no bibliographical control. Approximately 2,200 titles have been described and recorded in the rare book catalog this year. Work has been begun on the Hunt-Berol Collection of American Music, the last major unrecorded resource in the Department, and it is hoped that this collection will be fully listed and described during the coming year.

The Columbiana Curator, assigned half-time to the Department, is continuing to process, sort, arrange and record the various extensive Brander Matthews Museum files of programs, playbills, photographs, engravings, clippings, printed ephemera and scrapbooks. The following groups of items were processed this year: 9,650 pieces of subject materials; 221 souvenir programs; 110 portraits, and 2,500 programs in the dramatist file. Approximately 2,000 duplicate programs were discarded.

The total recorded and cataloged holdings in printed materials, as of June 30, 1976, stands at 338,001 volumes. This figure does not include the arrearages of 56,242 volumes.

Manuscript Department. The Library's holdings of manuscripts have been increased by the addition of 25 manuscript collections and numerous smaller groups of letters and papers added to existing collections, comprising 978,458 individual items. This figure represents the largest number of manuscripts added in any single year. During the year 527,893 manuscripts were processed and 14,089 manuscripts and letters were individually cataloged. This last figure also represents a record number of cataloged items.

The total recorded holdings in manuscripts, as of June 30, 1976, stands at 7,033,284 items in 812 separate and distinct collections.

Reference and Circulation Services

Statistics on the use of rare books and manuscripts in both Reading Rooms are as follows:

Rare Book Reading Room		Manuscript Reading Room	
Books	Manuscripts	Manuscripts	Oral History
9,909	1,950	2,067,502	3,424

The above figures represent increases of 75% in the category of "Manuscripts" in the Rare Book Reading Room, and 30% in the categories of "Manuscripts" and "Oral History Memoirs" in the Manuscript Reading Room. Because of the increased use pattern in these areas, and the lack of general assistants throughout the year, many manuscript cataloging and processing projects have been deferred. However, wherever possible we have continued to devote attention to those collections which represent our research strength and on which scholars continue to make the heaviest demands, namely collections in the fields of publishing, international affairs, American literature and history, and Columbia University related scholarship.

The number of reader visits recorded in the past year are as follows:

Rare Book Reading Room	4,792
Manuscript Reading Room	1,863

The first of these is 10% more than in the previous year, and the second shows a 5% increase.

Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in specific subject areas. 1,127 reference and gift letters were written by members of the staff, the largest number recorded in any single year.

Operations

Because of the growing number of thefts reported from rare book libraries throughout the country, security was a matter of particular concern during the past year. We reviewed our security procedures and made specific changes, namely, the change of all locks on all levels, limiting access to keys, increasing supervision of general assistants, and removing all uncataloged books to caged areas.

With the removal of the Health Sciences Library books from the vault on stack 13 and two caged areas on stack 15, additional areas were made available to the Rare Book and Manuscript Library. Consequently, all uncataloged rare books were moved into the vault on stack 13 where they will receive maximum protection. Also, stack 15 has been cleaned thoroughly, and it is anticipated that we can begin moving into that area in the near future. Because there is no elevator service to stack 15 we plan to shelve there little-used materials, such as the Columbia docotoral dissertations, libraries of individuals which must be kept intact because of long-standing agreements, and various types of materials allied to manuscript collections, such as the publishers' imprint files.

Administration

Because of the July 1, 1976, appointment of a Reference Librarian/Bibliographer in the Rare Book Department and the resulting fulfillment of the staffing patterns of the Rare Book and Manuscript Library, it seems appropriate that the administrative organization for the Library, as described in the Administrative Organization of the Libraries of Columbia University (Chapter X), now be implemented. On July 2, 1976, a memorandum was sent to the Assistant University Librarian for Personnel recommending a reclassification of the Ellenbogen position, PCI, to that of Assistant Librarian for Rare Books, PCII. It was further recommended that Mr. Bernard Crystal assume responsibility as Assistant Librarian for Manuscripts to strengthen the administration of the growing resources in this area and the operations governing the processing and cataloging of manuscripts in the various units holding manuscripts.

Staffing and Training

The full-time professional and secretarial staff for the Rare Book and Manuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian, Rare Book and Manuscript Library	Bernard R. Crystal
Reference Librarian, Rare Book Department	Rudolph Ellenbogen
Reference Library, Manuscript Department	Mary B. Bowling
Curator, Columbiana Library	Paul R. Palmer
Exhibitions Assistant (part-time)	Alice Schreyer
Secretary (resigned, Mary 27, 1976)	Deborah S. Aaron

Mr. Coman Leavenworth, the Exhibitions Assistant, left service November 19, 1975. He was replaced on a part-time basis, by Mrs. Alice Schreyer, who graduated from the School of Library Service at Columbia in May 1975 and has completed work on

a doctor's degree in English literature at Emory University. Through the use of certain endowment funds her position was made full-time, effective July 1, 1976, with the title Reference Librarian and Bibliographer, PCI. In addition to working on exhibitions, her duties will include supervision of the Rare Book Reading Room at assigned times, providing reference service of all types, organizing and cataloging all non-book and non-manuscript collections, and supervising the maintenance of the card catalogs in the Department.

Mr. Crystal attended the American University Institute, "Introduction to Modern Archives Administration," held at the National Archives in Washington, D.C., May 10-12.

II. Future Prospects

Although mentioned elsewhere in the report, certain problems are included below as well as they are of concern to all members of the staff.

1. The over-riding problem of the Rare Book and Manuscript Library is the need for adequate and appropriate reading room and processing facilities in the areas of both rare books and manuscripts. Present processing areas are cramped, inadequate and make-shift, and in order to give proper care and attention to unique and fragile materials properly designed processing areas are essential. In addition, reading room facilities are inadequate, and are neither attractive to donors, nor conducive to the systematic and careful handling of rare books and manuscripts so essential to the preservation of these types of library materials. There are adequate storage facilities for rare books and manuscripts for the next five to ten years depending upon the rates of growth in these areas. We hope to take full advantage of stack 15 during the coming year, as reported earlier in this report. The rate at which this move can be made will depend upon the availability of general assistants who will do the required shifting of materials.

2. The rare book arrearages now total 56,242 volumes (compared with 58,587 volumes in 1974-1975). Improvement has been noted in this critical area, due largely to the use of BA/GAs by the cataloging department, but the problem is far from solution. Valuable research materials are not being recorded in the University Library's main card catalog, and consequently scholars are not aware of the extent and depth of our resources. In addition, transfers from the General Library are delayed, particularly Hebrew books. If we are to give full protection to valuable volumes currently shelved in the General Library a means for transferring and re-cataloging these volumes quickly and efficiently will have to be found.

3. During the past year we have experienced difficulty in obtaining and holding general assistants in both the Rare Book and Manuscript Departments. We require assistants with some academic background, and with language and typing skills; our security regulations require close supervision; the hours of opening are limited; and the duties performed by assistants are detailed and complex. In view of these requirements it

is difficult to find assistants who are willing to stay for a semester or a year when they can find positions requiring less and paying more. The inevitable conclusions are either that we will have to pay general assistants a higher starting hourly rate (at a BA/GA level), or that we will have to hire full-time pages in both the Rare Book and Manuscript Departments.

III. Additional Report
BOOK ORDER FUNDS
1975-76 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	23 $1,510.72		3 $11,618.73			$13,129.45
297	19 $2,251.33	11 $ 2,071.48	5 $ 1,952.88			$ 6,275.69
299				3 $ 850.00		$ 850.00
429		1 $ 666.00				$ 666.00
482	7 $5,818.00					$ 5,818.00
483		1 $ 470.00				$ 470.00
484	10 $1,851.14					$ 1,851.14
497	5 $6,635.00					$ 6,635.00
533	1 $ 53.06	6 $15,300.00				$15,353.06
534	3 $1,631.06	1 $ 400.00	1 $ 187.00			$ 2,218.06
535	1 $ 450.00					$ 450.00
536	1 $ 100.00	1 $ 473.00				$ 573.00
TOTALS	70 $20,300.31	21 $19,380.48	9 $13,758.61	3 $ 850.00		$54,289.40

Friends of The Columbia Libraries

535 WEST 114 STREET, NEW YORK, NEW YORK 10027

FINANCIAL STATEMENT

July 1, 1975 - June 30, 1976

Income Account (0311-501-5763)

Balance:	June 30, 1975	$28,503
Income:	Dues contributions and 25th Anniversary gifts	20,976
	Special purpose gifts	4,120
	Ullman Fund gift	2,000
	Mr. & Mrs. Carl B. Boyer Fund gift	4,919
	Miscellaneous income	74
	Dinner reservations	1,390
	Columns subscriptions	1,047
		$63,029

Operations Account (501-4080-5763)

Expenditures:	Special purpose gift purchases	4,120
	25th Anniversary gift purchase	12,000
	Ullman Fund deposit	2,000
	Boyer Fund deposit	4,919
	Friends Endowment Fund transfer (see Note)	15,000
	Stationery, supplies and misc.	844
	Friends' meeting costs	2,505
	Columns (volume XXV, 1975-1976)	10,399
		$51,787
	Balance on June 30, 1976	$11,242

Note: Also transferred to the Endowment Fund were the following amounts: $2,000 received by bequest from Mrs. Adolph Oko; and $2,127 remaining in a Friends' Fund dating from the 1930s. As of June 30, 1976, the principal of the Fund stands at $48,900.

Columbiana Library

Annual Report

1975-76

Paul R. Palmer, Curator

Columbiana Library

Annual Report 1975/76

Beginning July 1, 1975, when the current librarian was appointed Curator, the Columbiana Library changed its hours of opening from mornings to afternoons. As of that date, the Columbia Library has been open 1 p.m. to 5 p.m., Mondays through Fridays. Most users of the Library have approved of this change, as there are more readers (students, adminstrative staff, visitors, and alumni) who visit the University in the afternoons than in the mornings. There are, of course, a number of readers who would like to see the Library open for the full day.

Collection development and maintenance

The Columbiana Library has continued to grow, depending primarily on gifts from the Columbia University community.

The Columbiana staff (comprised of one professional librarian working half time in the Library, and one half time general assistant) has daily scanned the New York Times and Columbia Spectator, and other pertinent news sources for materials for the vericle files in the collection. We continue to receive photocopies of some news items from the Journalism Library, but these arrive sporadically, often very late, and are by no means comprehensive. Interested Columbia University people, such as Professor Jacques Barzun and Mrs. Dorothy Torbert, among many others, have thoughtfully sent us items, or called them to our attention, so that we could include them in our verticle files. This has been especially important when items appear in out-of-town news media.

During the year, a total of 7,370 clippings and pamphlets were added to the verticle files (including University news releases), and 65 photographs

were added to our photograph collection.

Bibliographical Control.

In the course of administering the collection, the librarian has found many files of serials and monographs to be incomplete. He has attempted to bring sets, such as The Columbian, Mortarboard, The Columbia-Barnard Course Guide, and various other publications and bulletins up-to-date. As there are many scores of such publications, it will take continued effort to complete all titles that are not currently up-to-date. Most offices do not maintain mailing lists, and it is necessary to actively solicit current or missing (lacking) issues. Even items as valuable to Columbiana's records as Spectator and Pulse do not come to the collection automatically, but must be collected by the Columbiana staff.

During the year, the librarian reviewed and revised the verticle file subject headings in the collection, and a new, corrected list of subject headings has now been prepared and typed. This list will, in turn, be reviewed and revised from time to time in order to keep the verticle file a proper working and reference aid. The librarian is also reviewing the Columbiana card catalog, in order to correct filing inconsistencies that have grown up in this file over the years.

During the morning hours, the librarian is working in the Rare Books and Manuscripts Division of the Butler Library, spending part of his time there cataloging the College papers.

Reference and Circulation Services.

1,288 people visited the Columbiana Collection in 1975/76, compared to 502 registered readers for the previous year. This increase may be due to

the more convenient afternoon hours, and because of an effort on the part of the Columbiana staff to record all visitors in the register. In cases involving large groups (tours) of visitors, we have requested that one person, usually the spokesman of the group, sign the register. The librarian is always happy to conduct tours when such assistance is requested by individuals or groups, and he is always delighted to answer any questions that a visitor, guest, or reader may have while visiting the Columbiana Library or the King's College room.

The above figures do not include University administrative officers, as we do not require them to sign the register, nor the hundreds of people who wander into Columbiana asking for information regarding staff and faculty, locations of offices, University building locations, etc.

As an additional service to the Columbia University community, the Columbiana Library this year housed the reading collections for some 28 ad hoc faculty committees, considering non-tenured faculty members for positions of tenure with the University. People using these materials in the Columbiana Library were not required to sign the register, although some of them chose to do so.

Over 630 reference questions were answered in person by the librarian during the year, and 194 reference letters were written answering inquiries from around the world.

Our Columbiana register reveals that we have, during the year, had visitors from nearly every state in the nation and Canada, as well as students, scholars, and administrative officials from Japan, Indonesia, Mexico, Brasil, West Germany, England, Ireland, Argentina, Senegal, Israel, Egypt, Holland, Belgium, Iran, Maylaysia, The Philippines,

Panama, Taiwan, France, Norway, Denmark, and Sweden.

During the year, three films were made in the King's College room. On October 27, 1975, lengthy segments of "Bill Moyers' Journal" were filmed by channel 13, PBS; on January 12, 1976, a program was filmed in the same room by CBS with Steve Young for "CBS Week-end News"; on February 19, 1976, The United States Information Agency, Washington, D.C., filmed a motion picture in the same room to be shown overseas this year as a part of a United States Bicentennial program. All three films featured Professor Richard Morris, talking about the American Bicentennial, using the King's College room as a background. Bill Moyers in a lengthy conversation with the librarian, while cameras were being set up and lighting adjusted for the filming, paid us the fine compliment of saying that the room was "as fine as one he'd used earlier for another interview filmed at Monticello".

Librarian Operations and Administration.

The following exhibits were largely or entirely drawn from the holdings of the Columbiana Library during the year.

1. "Columbia University in the City of New York, 1754-1976", prepared by Ms. Alice Bonnell, former curator, in the Low Library Rotunda, November 10, 1975 - January 22, 1976.
2. "Dramatic Events in Columbia University's History", prepared by the curator, and installed in the lobby of the main (2nd) floor of the Butler Library, July - September 1975.
3. "Major Events in Columbia University History", arranged and mounted by the curator in the Columbiana Collection, 4 April 1976, for a School of General Studies Alumni Reunion.
4. "The Life and Career of Nicholas Murray Butler", prepared by the curator, and installed in the lobby of the main (2nd) floor of Butler Library, June - September 1976.

Important loans from the Columbiana Library collection were made to the following institutions for exhibitions during the past year.

1. The Empire State Building, Visitors' Service.
2. New York City Hall Exhibition for the American Bicentennial.
3. New Health Sciences Library at Columbia University - opening Exhibition.

The librarian has worked intensively with the editors and writers of such publications as Columbia Today, Spectator, The Columbian, and a score of other University projects and series, helping to supply them with both information and visual materials (photographs, engravings, maps, etc.) for their work.

Physical Environment.

The librarian has made a major effort to have equipment, floors, cabinets, shelves, and furnishings in the Columbiana Library and the King's College room repaired, cleaned, dusted, polished, and rearranged. This has included the repair of window blinds, and the dusting, waxing, and polishing of floors, cabinets, and areas long neglected.

Future Prospects.

1. The librarian is planning to continue to bring the records and holdings of the various publications issued by Columbia University departments up-to-date.

2. The librarian is continuing to revise the filing in the verticle files, and to do the same to the Columbiana Library catalog, as much still needs to be done to improve these files and catalogs.

3. The librarian plans to continue cataloging the College Papers, so that they will be accessible to readers wishing to use these important College records.

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1976

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	4,623,344
Serial titles received	60,751
Microfilms (reels)	106,124
Microtext (physical units; excluding microfilms)	1,280,143
Total microform units	1,386,267

Processing

Volumes added to collections (gross)	118,569
Volumes withdrawn from collections	157,138 **
Volumes added to collections (net)	(38,569)
Periodical titles added (gross)	2,062
Other serial titles added (gross)	1,023
Serial and periodical titles discontinued	1,961
Volumes bound (commercial only)	38,949
Catalog cards produced	703,937

* Includes several professional positions other than librarians.

** Includes the withdrawal of 138,239 college catalogs from the collection.

Staff (Budgeted Figures)

Number of professional staff (FTE)	142*
Full-time and regular part-time supporting and supervisory staff (FTE)	301
Students and other hourly workers as FTE	96
Total FTE	539

Circulation

Loans to individuals	1,220,225
Loans to Columbia libraries	43,608
Loans to non-Columbia libraries, including affiliates	13,016
Total circulation	1,276,849

Expenditures

Salaries and wages	$5,212,237
Fringe benefits	730,718
Books, journals and materials	1,734,282
Binding (commercial only)	175,891
Other (including office supplies equipment and computing costs)	518,615
Total expenditures	$8,371,743

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COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1975 TO JUNE 30, 1976

HUMANISTIC AND HISTORICAL STUDIES DIVISION			
Butler Library (Central Stacks)		282,168	
Instructional Library:			
Burgess-Carpenter	76,049		
College	153,369		
Philosophy	5,528		
Total		234,946	
Library Service Library		30,868	
Music Library		88,452	
Paterno Library		2,287	
TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION			638,721
SCIENCE AND ENGINEERING DIVISION			
Biological Sciences Library		16,730	
Chemistry Library		10,125	
Geology Library		7,617	
Geoscience (Lamont) Library		3,268	
Mathematics/Science Library		9,268	
Monell (Engineering) Library		18,294	
Physics Library		11,728	
Psychology Library		36,274	
TOTAL: SCIENCE AND ENGINEERING DIVISION			113,304
SOCIAL SCIENCE DIVISION			
Business Library		163,722	
Journalism Library		7,586	
Lehman (International Affairs) Library		36,098	
Map Room		149	
Social Work Library		59,059	
TOTAL: SOCIAL SCIENCE DIVISION			266,614
DISTINCTIVE COLLECTIONS			
Avery-Ware		28,207	
East Asian Library		37,402	
Fine Arts Library		64,709	
Health Sciences Library		77,871	
Law Library		50,021	
TOTAL: DISTINCTIVE COLLECTIONS			258,210
TOTAL CIRCULATION: COLUMBIA UNIVERSITY LIBRARIES:			1,276,849

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COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1975 TO JUNE 30, 1976
SUMMARY SHEET: STANDARD PRINTED MATERIALS

Humanistic and Historical Studies Division	July 1, 1975	Total Added	Total Withdrawn	Net Change	June 30, 1976
Browsing Room	3,981	-	-	-	3,981
Butler Library					
Central Stacks	1,327,904	29,607	6,852	22,755	1,350,659
Theater Arts Collection	1,454	-	367	(367)	1,087
Graphic Arts Collection	12,184	225	-	225	12,409
Instructional Library					
Burgess-Carpenter Library	135,063	5,159	2,543	2,616	137,679
College Library	53,917	209	341	(132)	53,785
Philosophy Library	13,369	152	173	(21)	13,348
Library Service Library	90,980	3,327	435	2,892	93,872
College Catalog Collection	138,239	-	138,239	(138,239)	-
Music Library	50,197	1,136	69	1,067	51,264
Paterno Library	20,382	427	500	(73)	20,309
Reference Collection	32,274	1,401	480	921	33,195
TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION	1,879,944	41,643	149,999	(108,356)	1,771,588
Science and Engineering Division					
Biological Sciences Library	39,946	867	257	610	40,556
Chemistry Library	30,647	1,235	145	1,090	31,737
Computer Center Library	621	7	298	(291)	330
Geology Library	75,164	1,085	76	1,009	76,173
Geoscience (Lamont) Library	18,239	607	29	578	18,817
Mathematics Library	21,892	548	102	446	22,338
Monell (Engineering) Library	166,122	2,982	495	2,487	168,609
Physics Library	21,280	631	38	593	21,873
Psychology Library	23,241	914	174	740	23,981
Science Library	72,132	586	244	342	72,474
TOTAL: SCIENCE AND ENGINEERING DIVISION	469,284	9,462	1,858	7,604	476,888
Social Science Division					
Business Library	298,331	6,123	394	5,729	304,060
Journalism Library	13,183	216	76	140	13,323
Lehman Library	107,613	12,496	140	12,356	119,969
Social Work Library	92,082	6,594	1,215	5,379	97,461
TOTAL: SOCIAL SCIENCE DIVISION	511,209	25,429	1,825	23,604	534,813
Distinctive Collections					
Avery Library	106,815	2,602	116	2,486	109,301
Fine Arts Library	58,156	2,994	216	2,778	60,934
Ware Library	4,518	877	493	384	4,902
East Asian Library	383,475	13,205	856	12,349	395,824
Health Sciences Library	327,254	5,331	1,502	3,829	331,083
Law and International Law Library	560,232	10,688	240	10,448	570,680
Rare Book and Manuscript Library	344,025	6,162	33	6,129	350,154
Columbiana	17,001	176	-	176	17,177
TOTAL: DISTINCTIVE COLLECTIONS	1,801,476	42,035	3,456	38,579	1,840,055
TOTAL CHANGE IN SIZE OF COLLECTIONS	4,661,913	118,569	157,138	(38,569)	4,623,344

SEP 1 1976

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1975 TO JUNE 30, 1976
SUMMARY SHEET: MICROFORMS

	MICROFILM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/76	Net Added	6/30/76	Net Added	6/30/76	Net Added	6/30/76	Net Added	6/30/76
Humanistic and Historical Studies Division										
Library Service Library	-	389	2	7	-	-	-	-	2	396
Microforms Reading Room	1,318	79,054	4,030	126,839	611	45,393	240	310,049	6,199	561,335
Music Library	15	881	289	289	-	3,957	-	-	304	5,127
Paterno Library	-	6	-	-	-	-	-	-	-	6
TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION	1,333	80,330	4,321	127,135	611	49,350	240	310,049	6,505	566,864
Science & Engineering Division										
Biological Sciences Library	-	1	-	-	-	-	-	-	-	1
Chemistry Library	-	18	-	-	-	1,403	-	-	-	1,421
Computer Center Library	-	151	-	-	-	-	-	-	-	151
Geology Library	-	3	-	-	-	-	-	-	-	3
Geoscience (Lamont) Library	-	445	3	608	-	4,817	-	-	3	5,870
Mathematics Library	6	55	-	-	-	-	-	-	6	55
Monell (Engineering) Library	48	2,750	63,884	591,784	-	63,282	-	-	63,932	657,816
Physics Library	-	31	-	-	-	316	-	-	-	347
Psychology Library	-	-	601	1,530	-	-	-	-	601	1,530
Science Library	(1)	145	-	-	-	-	-	-	(1)	145
TOTAL: SCIENCE & ENGINEERING DIVISION	53	3,599	64,488	593,922	-	69,818	-	-	64,541	667,339
Social Science Division										
Business Library	317	2,540	6,138	30,715	-	43,122	-	-	6,455	76,377
Journalism Library	40	1,114	-	-	-	-	-	-	40	1,114
Lehman Library	299	10,471	3,082	3,415	-	1,244	-	-	3,381	15,130
TOTAL: SOCIAL SCIENCE DIVISION	656	14,125	9,220	34,130	-	44,366	-	-	9,876	92,621
Distinctive Collections										
Avery Library	55	133	-	1	-	-	-	-	55	134
Fine Arts Library	7	28	-	-	-	-	-	-	7	28
East Asian Library	53	6,129	353	353	-	-	-	-	406	6,482
Health Sciences Library	2	28	103	252	-	-	-	-	105	280
Law Library	75	1,112	136	602	-	17,000	398	33,165	609	51,879
Rare Book & Manuscript Lib.	70	489	-	-	-	-	-	-	70	489
Columbiana	-	151	-	-	-	-	-	-	-	151
TOTAL: DISTINCTIVE COLLECTIONS	262	8,070	592	1,208	-	17,000	398	33,165	1,252	59,443
TOTAL CHANGE IN SIZE OF COLLECTIONS	2,304	106,124	78,621	756,395	611	180,534	638	343,214	82,174	1,386,267

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COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date August 18, 1976

To Department Librarians

Subject Annual Statistics (Draft)

Attached are the draft forms for the year-end statistics as of June 30, 1976. Please look them over. Any additions, corrections, etc. should be brought to the attention of the Planning Office.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1975 TO JUNE 30, 1976
SUMMARY SHEET: STANDARD PRINTED MATERIALS

Humanistic and Historical Studies Division	July 1, 1975	Total Added	Total Withdrawn	Net Change	June 30, 1976
Browsing Room	3,981	-	-	-	3,981
Butler Library					
Central Stacks	1,327,904	29,607	6,852	22,755	1,350,659
Theater Arts Collection	1,454	-	367	(367)	1,087
Graphic Arts Collection	12,184	225	-	225	12,409
Instructional Library					
Burgess-Carpenter Library	135,063	5,159	2,543	2,616	137,679
College Library	53,917	209	341	(132)	53,785
Philosophy Library	13,369	152	173	(21)	13,348
Library Service Library	90,980	3,327	435	2,892	93,872
College Catalog Collection	138,239	-	65	(65)	138,174
Music Library	50,197	1,228	69	1,159	51,356
Paterno Library	20,382	427	500	(73)	20,309
Reference Collection	32,274	1,401	480	921	33,195
TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION	1,879,944	41,735	11,825	29,910	1,909,854
Science and Engineering Division					
Biological Sciences Library	39,946	867	257	610	40,556
Chemistry Library	30,647	1,235	145	1,090	31,737
Computer Center Library	621	7	298	(291)	330
Geology Library	75,164	1,085	76	1,009	76,173
Geoscience (Lamont) Library	18,239	607	29	578	18,817
Mathematics Library	21,892	548	102	446	22,338
Monell (Engineering) Library	166,122	2,982	495	2,487	168,609
Physics Library	21,280	631	38	593	21,873
Psychology Library	23,241	914	174	740	23,981
Science Library	72,132	586	244	342	72,474
TOTAL: SCIENCE AND ENGINEERING DIVISION	469,284	9,462	1,858	7,604	476,888
Social Science Division					
Business Library	298,331	6,123	394	5,729	304,060
Journalism Library	13,183	216	76	140	13,323
Lehman Library	107,613	12,496	140	12,356	119,969
Social Work Library	92,082	6,594	1,215	5,379	97,461
TOTAL: SOCIAL SCIENCE DIVISION	511,209	25,429	1,825	23,604	534,813
Distinctive Collections					
Avery Library	106,815	2,602	116	2,486	109,301
Fine Arts Library	58,156	2,994	216	2,778	60,934
Ware Library	4,518	877	493	384	4,902
East Asian Library	383,475	13,205	856	12,349	395,824
Health Sciences Library	327,254	5,331	1,502	3,829	331,083
Law and International Law Library	560,232	10,688	240	10,448	570,680
Rare Book and Manuscript Library	344,025	6,162	33	6,129	350,154
Columbiana	17,001	176	-	176	17,177
TOTAL: DISTINCTIVE COLLECTIONS	1,801,476	42,035	3,456	38,579	1,840,055
TOTAL CHANGE IN SIZE OF COLLECTIONS	4,661,913	118,661	18,964	99,697	4,761,610

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1975 TO JUNE 30, 1976
SUMMARY SHEET: MICROFORMS

	MICROFILM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/76	Net Added	6/30/76	Net Added	6/30/76	Net Added	6/30/76	Net Added	6/30/76
Humanistic and Historical Studies Division										
Library Service Library	-	389	2	7	-	-	-	-	2	396
Microforms Reading Room	1,318	79,054	4,030	126,839	611	45,393	240	310,049	6,199	561,335
Music Library	15	881	289	289	-	3,957	-	-	304	5,127
Paterno Library	-	6	-	-	-	-	-	-	-	6
TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION	1,333	80,330	4,321	127,135	611	49,350	240	310,049	6,505	566,864
Science & Engineering Division										
Biological Sciences Library	-	1	-	-	-	-	-	-	-	1
Chemistry Library	-	18	-	-	-	1,403	-	-	-	1,421
Computer Center Library	-	151	-	-	-	-	-	-	-	151
Geology Library	-	3	-	-	-	-	-	-	-	3
Geoscience (Lamont) Library	-	445	3	608	-	4,817	-	-	3	5,870
Mathematics Library	6	55	-	-	-	-	-	-	6	55
Monell (Engineering) Library	48	2,750	63,884	591,784	-	63,282	-	-	63,932	657,816
Physics Library	-	31	-	-	-	316	-	-	-	347
Psychology Library	-	-	601	1,530	-	-	-	-	601	1,530
Science Library	(1)	145	-	-	-	-	-	-	(1)	145
TOTAL: SCIENCE & ENGINEERING DIVISION	53	3,599	64,488	593,922	-	69,818	-	-	64,541	667,339
Social Science Division										
Business Library	317	2,540	6,138	30,715	-	43,122	-	-	6,455	76,377
Journalism Library	40	1,114	-	-	-	-	-	-	40	1,114
Lehman Library	299	10,471	3,082	3,415	-	1,244	-	-	3,381	15,130
TOTAL: SOCIAL SCIENCE DIVISION	656	14,125	9,220	34,130	-	44,366	-	-	9,876	92,621
Distinctive Collections										
Avery Library	55	133	-	1	-	-	-	-	55	134
Fine Arts Library	7	28	-	-	-	-	-	-	7	28
East Asian Library	53	6,129	353	353	-	-	-	-	406	6,482
Health Sciences Library	2	28	103	252	-	-	-	-	105	280
Law Library	75	1,112	136	602	-	17,000	398	33,165	609	51,879
Rare Book & Manuscript Lib.	70	489	-	-	-	-	-	-	70	489
Columbiana	-	151	-	-	-	-	-	-	-	151
TOTAL: DISTINCTIVE COLLECTIONS	262	8,070	592	1,208	-	17,000	398	33,165	1,252	59,443
TOTAL CHANGE IN SIZE OF COLLECTIONS	2,304	106,124	78,621	756,395	611	180,534	638	343,214	82,174	1,386,267

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATATION STATISTICS

JULY 1, 1975 TO JUNE 30, 1976

HUMANISTIC AND HISTORICAL STUDIES DIVISION			
Butler Library (Central Stacks)		282,168	
Instructional Library:			
Burgess-Carpenter	76,049		
College	153,369		
Philosophy	5,528		
Total		234,946	
Library Service Library		30,868	
Music Library		88,452	
Paterno Library		2,287	
TOTAL: HUMANISTIC AND HISTORICAL STUDIES DIVISION			638,721
SCIENCE AND ENGINEERING DIVISION			
Biological Sciences Library		16,730	
Chemistry Library		10,125	
Geology Library		7,617	
Geoscience (Lamont) Library		3,268	
Mathematics/Science Library		9,268	
Monell (Engineering) Library		18,294	
Physics Library		11,728	
Psychology Library		36,274	
TOTAL: SCIENCE AND ENGINEERING DIVISION			113,304
SOCIAL SCIENCE DIVISION			
Business Library		163,722	
Journalism Library		7,586	
Lehman (International Affairs) Library		36,098	
Map Room		149	
Social Work Library		59,059	
TOTAL: SOCIAL SCIENCE DIVISION			266,614
DISTINCTIVE COLLECTIONS			
Avery-Ware		28,207	
East Asian Library		37,402	
Fine Arts Library		64,709	
Health Sciences Library		77,871	
Law Library		50,021	
TOTAL: DISTINCTIVE COLLECTIONS			258,210
TOTAL CIRCULATION: COLUMBIA UNIVERSITY LIBRARIES:			1,276,849

COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1976

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	4,761,610
Serial titles received	60,751
Microfilms (reels)	106,124
Microtext (physical units; excluding microfilms)	1,280,143
Total microform units	1,386,267

Processing

Volumes added to collections (gross)	118,661
Volumes withdrawn from collections	18,964
Volumes added to collections (net)	99,697
Periodical titles added (gross)	2,062
Other serial titles added (gross)	1,023
Serial and periodical titles discontinued	1,961
Volumes bound (commercial only)	38,949
Catalog cards produced	703,937

* Includes several professional positions other than librarians.

DRAFT AUG 17 1976

Staff (Budgeted Figures)

Number of professional staff (FTE)	137*
Full-time and regular part-time supporting and supervisory staff (FTE)	282
Students and other hourly workers as FTE	96
Total FTE	515

Circulation

Loans to individuals	1,220,225
Loans to Columbia libraries	43,608
Loans to non-Columbia libraries, including affiliates	13,016
Total circulation	1,276,849

Expenditures

Salaries and wages	$5,212,237
Fringe benefits	730,718
Books, journals and materials	1,734,282
Binding (commercial only)	175,891
Other (including office supplies equipment and computing costs)	518,615
Total expenditures	$8,371,743

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See especially Appendix II

NOTE ALSO PAGE 3, NO 2

The HERBERT H. LEHMAN Papers

ANNUAL REPORT OF THE CURATOR

1975-1976

Columbia University

SCHOOL OF INTERNATIONAL AFFAIRS

Columbia University
in the City of New York
NEW YORK, N.Y. 10027

HERBERT H. LEHMAN PAPERS

406 INTERNATIONAL AFFAIRS BUILDING

ANNUAL REPORT OF THE CURATOR
JULY 1975-JULY 1976

This Ninth Annual Report concerning our successful activities during the past year unfortunately also has to record on the following pages the sad loss of the two extraordinary individuals who were most responsible for the foundation of the Lehman Papers and Suite—Mrs. Herbert H. Lehman and Dr. Andrew W. Cordier.

We can again report a continuing growth in the aims and purposes of the Lehman Papers.

The archives attracted scholars of diverse interests from many institutions. Important and unusual gifts were received that helped to broaden the scope of our collection. Our facilities were continually in demand for varied meetings. Work on the preservation of the papers and on enlarging our catalog proceeded due to the interest and zeal of our able staff.

We are looking forward to continuing to serve the scholarly community and to not only maintaining, but also increasing, the importance of this unique archive.

William B. Liebmann

William B. Liebmann
Curator

August 1, 1976

EDITH ALTSCHUL LEHMAN
LL. D. , L. H. D.

1889-1976

The existence of the Lehman Papers and Suite is the result of Edith Altschul Lehman's determination to create the most ideal setting for the study of her husband's career.

Herbert Lehman during his lifetime often expressed the belief that his papers and his vast collection of memorabilia should be shared with others. Edith Lehman agreed with this idea and in its implementation achieved a permanent archive to serve the scholar.

Her primary objective was to decide on a proper locale for the collection. This meant first, an institution that had ample space, and second, a setting that would be most suitable for prospective students. Many plans were presented and quickly rejected. Edith Lehman insisted that she would not accept what she termed "an isolation ward." She was delighted when Columbia suggested the new International Affairs Building. Plans were immediately formulated with Dean Andrew Cordier and the Curator to bring the concept to reality.

Her indomitable will and great spirit were inspiring to those who worked with her. Her perceptiveness was best exemplified by her understanding of the problems of a university and her desire that the administration of the Lehman Papers would never be a financial burden to the institution. She undertook to bear the cost of building and completely furnishing the archive. In addition to this generous action, she decided to provide an ample endowment to perpetually guarantee the proper maintenance and growth of the collection.

Edith Lehman's enthusiastic acceptance of the detailed plans and projections of the Curator never wavered. Her ability to convey her wholehearted confidence in the effort was both stimulating and gratifying. This was apparent in her attendance at the many meetings of the architects and decorators. Her questions concerned not only the beauty of the rooms and their decoration, but also their durability and whether they were planned to best serve the student. Her interesting and probing queries helped to insure the best possible results.

There was no thought of sparing herself physically when Edith Lehman became involved in an undertaking. Her example was exhilarating to all who worked with her for the fulfillment of the plans. Many days were spent

going through fabric houses and furniture manufacturers' salesrooms. One can still recall this gallant lady, at the end of a hectic afternoon, sitting in a score of chairs in order to decide which type would be most comfortable for students attending seminars!

Edith Lehman's justifiable pride in Herbert Lehman's career was shown by her intense pleasure when former colleagues of the Governor added their papers or memorabilia to the archives.

In studying the Lehman Papers one is continually aware of the importance of the ideal relationship that existed between Edith and Herbert Lehman. This was well appreciated by Lillian D. Wald, the founder of the Henry Street Settlement and the Visiting Nurse Service of New York, when in a letter to Governor Lehman dated January 1937, she wrote:

> *...You have brought to rich harvest all the aspirations that were latent in you when you were very young and which grew and grew, fertilized by your heart and your clear brain and cultivated too by the dear wife. When I think of you and your growths I always include her. You and she will have to read in this letter more than I have said, but I have faith that you will understand what I feel for you and for the State and for the unmatched encouragement that you give to all.*
>
> *With gratitude that she came your way and almost the urge to say "our" way, I am*
>
> *Affectionately yours,*
>
> *Lillian D. Wald*

Notwithstanding Miss Wald's beautiful words, doubtless the finest paean of praise that Edith Lehman received, and the one that must have pleased her the most, was written by Herbert Lehman just prior to his eighty-fifth birthday on the half-title of Herbert H. Lehman and His Era by Allan Nevins. It reads as follows:

> *First Copy--*
>
> *To my wife, Edith,*
> *who was an active participant in*
> *virtually all the events described*
> *in this book.*
> *Without her constant help, her en-*
> *couragement and her sound judgment*
> *throughout the more than fifty years*
> *of our marriage during which we*
> *worked together as a team I would*
> *have accomplished little.*
> *All my love and my gratitude.*

In establishing the Lehman Papers and Suite, Edith Altschul Lehman created a living and permanent archive that attests to how this devoted "team" worked with constancy and love for the public good.

ANDREW WELLINGTON CORDIER
Ph. D., LL. D., L. H. D., D. P. S., D. D.

1901-1975

The Herbert H. Lehman Papers are located in the School of International Affairs because of Andrew W. Cordier's appreciation of their historical importance. He was well acquainted with and greatly admired Herbert H. Lehman's accomplishments in public service, particularly his Director-Generalship of the United Nations Relief and Rehabilitation Administration (U. N. R. R. A.).

While formulating plans for the new International Affairs Building, Dr. Cordier heard of Mrs. Lehman's discussions with the University concerning a proper setting for her husband's vast collection. He immediately perceived an opportunity to establish a unique research archive in his school that would attract both national and international scholars. His suggestion of the space that is now our permanent location was greeted with enthusiasm.

In implementing the project and seeing it carried to fruition Andrew Cordier was tireless. He had a genuine interest in every detail of the plan for the construction and decoration of the Suite, as well as for its adminis-

tration. Holidays and weekends were disregarded and were treated as ordinary working days. No one who was involved with the plans can forget Andy Cordier's eight o'clock breakfast meetings! He inspired all who worked with him by his zeal.

While successfully achieving the completion of the International Affairs Building, Andrew Cordier was also serving as President of the University. Faced with a campus that was torn by serious unrest, he accomplished the monumental task of restoring peace to Columbia.

Despite all the demands made upon his time, Andy Cordier's availability, cooperation and friendship continued unabated. His colleagues will always cherish the memory of their association with this dedicated man.

ANNUAL REPORT
1975-1976

RESEARCH

This past year's researchers again emphasized the wide variety of material that is available in our archive.

The list of topics researched and the institutions represented by these researchers will be found in Appendix I.

A summary shows that the Lehman Papers has had 198 researchers since January 1967. Eleven were unaffiliated and the other 187 represented 89 institutions.

Institutions represented for the first time during the past year were:

The University of Akron
Boston College
Columbia University, College of Physicians and Surgeons
Mayor's Temporary Commission on City Finances
Ohio University
Princeton University
State University of New York, Buffalo Campus
University of Tuebingen, West Germany
U.S. Senate Office of the Senior Senator from N.Y.

It is interesting to note that two books by former researchers appeared during the year: *Herbert H. Lehman and New York's Little New Deal* by Robert P. Ingalls (New York University Press) and *The Men Against McCarthy* by Richard M. Fried (Columbia University Press).

ACCESSIONS

Our collection received many fine additions this year. A complete list will be found in Appendix II.

It is heartening to note the number of donors who have continued to enhance their previous donations. This type of support is most important in developing a complete archive.

We are particularly pleased that Mrs. Lehman let us choose one of her own paintings. The one we selected hung for some time just outside the entrance to Governor Lehman's study.

In addition to receiving the Papers of Edith Lehman for the years 1963-1976, we have now transferred Herbert Lehman's collection of 200 volumes of press clippings. They are now shelved in the space originally planned for them in the study.

A very important acquisition is the printed reference collection of the Non-Sectarian Anti-Nazi League. This vast group of runs of newspapers and periodicals, as well as pamphlets of scores of far-right and far-left organizations, makes a unique addition to Herbert Lehman's collection of printed matter dealing with civil rights and civil liberties. The Lehman Papers now have an extraordinary selection of evidence emphasizing the freedom of the press starting with Governor Lehman's copies of rare eighteenth century editions of *The Trial of John Peter Zenger* and *"Almon's Prior Documents"* and ending with material published as late as 1972.

ARCHIVES

Work was continued during the year on preservation of the collection and toward further improving our card catalog. Major undertakings were:

1. Completion of reviews on the Washington Legislative Files (1949-1956) and the Campaign Files (1928-1962).

2. Reorganization was begun on the Washington Departmental Files (1949-1956) and on parts of the New York Office Files (1949-1956). These projects should be completed during the coming year.

3. Arrangement and sorting prior to cataloging began on the Non-Sectarian Anti-Nazi League Collection.

STAFF

We continued this past year with our capable staff:

Thomas M. McDaid, M.A., M.Phil.
Assistant Curator

Richard L. Storatz, M.Phil.
Administrative Assistant

MAINTENANCE

A number of improvements were made to the Lehman Suite during the past year, among them were:

1. An elaborate electronic security system was installed which should give added protection to our valuable collection.

2. A new Xerox machine was leased in place of our original unit. We are now able to make clearer reproductions of our manuscript material and this new machine is able to do half-tone work (reproductions of photographs).

3. Repair and painting projects were undertaken to maintain the appearance of the suite.

VISITORS

The Lehman Suite again attracted many people who were visiting the University. Foreign visitors included the President of the University of Florence and the Librarian of the Bodleian Library at Oxford as well as scholars from India, Israel, Japan, Malaysia, the Netherlands, the Philippines, Russia, Singapore, Switzerland and West Germany.

SEMINAR ROOM

Weekly seminars continued to be held in this room. A list of the professors who gave courses will be found in Appendix III. Appendix IV lists the professors scheduled to conduct seminars during the academic year 1976-1977.

Many special meetings also took place in the seminar room. Dean Harvey Picker's Advisory Council and Vice President Warren Haas' Inter-Library Committee were among these groups.

A Bicentennial exhibition of holdings of the Lehman Papers was put on display in two exhibition cases. It includes the rare document signed by Thomas Dongan, one of the early colonial governors of New York, the rare first edition of Smith's *History of New York*, London, 1757, a selection of bronze commemorative medals of bicentennial, sesquicentennial and other patriotic events from Herbert Lehman's extensive collection, as well as signed letters and/or related material of Presidents Hoover, F.D. Roosevelt, Truman, Eisenhower, Kennedy, Johnson and Nixon.

A smaller exhibition was also made up of political campaign material. This includes memorabilia of Herbert Lehman's own campaigns as well as those which had his support. The latter has items from campaigns of Alfred Smith, Franklin Roosevelt, Adlai Stevenson, John Kennedy, Senator Robert Wagner and Mayor Robert Wagner. Also exhibited are campaign buttons of members of Herbert Lehman's family who ran for public office including Robert Morgenthau and Orin Lehman his grand-nephews, Jonathan Bingham, the husband of his grand-niece and Orin McCluskey, his great grand-nephew.

Both exhibitions will be on view through January 1977.

THE STUDY

Mentioned below are a few of the many activities that were held in the Governor's study during 1975-1976.

Oral history interviews took place in this room, as in former years.

The study was selected for the ceremony of the unsealing of the Henry A. Wallace Oral History Memoir and its formal presentation to the Oral History Office of the University. Mrs.

Wallace and three generations of the Wallace family were present when President William J. McGill cut the seals and accepted this important historical memoir.

A selection of correspondence between Henry Wallace and Herbert Lehman, as well as Wallace books and memorabilia from the Lehman Papers, was put on display for the ceremony.

The study was also the setting for an informal luncheon held in May for members of Professor Jacob C. Hurewitz's seminar on the Middle East.

An exhibition of the publications of the faculty of the School of International Affairs was mounted in the study in conjunction with the meeting of the Dean's Advisory Council which was held in the seminar room.

OTHER ACTIVITIES

The curator again addressed a session of Professor Maurice F. Tauber's seminar on archival management.

The curator, the assistant curator and the administrative assistant of the Lehman Papers attended the funeral services for Mrs. Herbert H. Lehman with the President of the University, Dr. William J. McGill.

The curator and the administrative assistant represented the Lehman Papers at the Memorial Service for Dean Andrew W. Cordier.

The curator attended the Commencement Exercises of Herbert H. Lehman College on June 24th.

The curator's letter to the editor concerning the preservation of the Schomberg Collection of Black History appeared in the *New York Times* on July 29th.

The assistant curator served as an editorial advisor for *An American History* by Rebecca Brooks Gruver, Second Edition. Reading, Mass., (1976).

The administrative assistant's letter to the editor concerning moral and religious issues in presidential campaigns appeared in the *New York Times* on May 18th.

RESEARCH PROJECTS OF SCHOLARS USING THE LEHMAN PAPERS JULY 1975-JULY 1976

Subject	Purpose	Institution
American and American Jewish Action during the Holocaust 1937-1945	Dissertation	Columbia
American Civil Defence in the Atomic Age	Dissertation	Columbia
American-Israeli Economic Relations	Dissertation	New York University
The Anglo-American Committee of Inquiry	Article	State University of New York, Buffalo
The Anglo-American Special Relationship	Dissertation	Columbia
Belle and Henry Moscowitz	Book	Yale University
Bibliography of Material Pertaining to Russia in United States Repositories	Book	Princeton University
The Cuban Missile Crisis	Research Paper	Barnard College
The Evian Conference	Dissertation	Columbia
The United States in the Fifties	Book	Unaffiliated
Fiorello LaGuardia	Book	Unaffiliated
The Fort Ontario Refugee Shelter 1944-1946	Article	Hebrew University, Jerusalem

Subject	Purpose	Institution
German Jewish Refugees	Research Paper	Barnard College
Herbert H. Lehman; A Biography	Book	Yale University
History of Internationalist Thought 1920-1941	Book	University of Akron
Italian Radicals	Book	Barnard College
James G. McDonald and the Refugee Problem 1933-1945	Dissertation	Bar-Ilan University, Israel
LaGuardia and His New York	Book	Unaffiliated
New York City Financial Crisis 1932-1935	Article	Mayor's Temporary Commission on City Finances
Organization of an Archive	Research Paper	U.S. Senate—Office of the Senior Senator from New York
Post World War II American Politics	Book	Ohio University
The Presidential Election of 1960	Research Paper	Columbia
The Reform Movement in New York City 1953-1963	Dissertation	Boston College
Roosevelt, Refugees and the German Jewish Crisis in the Thirties and Forties	Article	Unaffiliated
The Scientists and the Atomic Bomb Decision	Book	Columbia, College of Physicians and Surgeons
The Triumph of Security and Order ...Greco-American Alliance 1945-1975	Book	Johns Hopkins University

Subject	Purpose	Institution
Soviet Policy in the United Nations	Dissertation	University of Tuebingen, West Germany
U. N. R. R. A. in China	Dissertation	Columbia
"Wilsonians" in the Inter-War Period 1919-1941	Book	University of Toronto, Canada
Women in New York's Little New Deal	Research Paper	Barnard College

ACCESSIONS
JULY 1975-JULY 1976

BY GIFT:

ARTHUR G. ALTSCHUL, New York, New York
News clippings relating to Herbert H. Lehman.

MRS. E. NELSON ASIEL, White Plains, New York
News clippings relating to Emmanuel Lehman, Herbert H. Lehman's uncle.

PROFESSOR JOHN MORTON BLUM, New Haven, Connecticut
Roosevelt and Morgenthau—A Revision and Condensation from the Morgenthau Diaries by John Morton Blum. Boston, 1970.
The Price of Vision—The Diary of Henry A. Wallace 1942-1946. Edited by John Morton Blum. Boston, 1973.

DEAN JULIUS C. C. EDELSTEIN, New York, New York
News clippings relating to Herbert H. Lehman to add to the group of papers and clippings presented in previous years.

LEO GOTTLIEB, New York, New York
A generous contribution to our capital fund in memory of Mrs. Herbert H. Lehman.

MRS. WALTER A. HIRSCH, New York, New York
Collection of correspondence, clippings, speeches and related material concerning Edith A. and Herbert H. Lehman.

MRS. CLARE JUDDSON KAGEL, New York, New York
Scrapbook, related papers and news clippings of Jacob Judelsohn, mainly relating to problems of immigration during the 1880's and early 1890's. This is a valuable addition to our material on immigration as it furnishes information on organizations in which Herbert Lehman and his family were very much interested.

MRS. HERBERT H. LEHMAN, New York, New York
During the past year, prior to her untimely death, Mrs. Lehman continued to add letters, photographs and related memorabilia to our collection. The most important item was "View from a Balcony" by Edith A. Lehman, oil painting on canvas, framed. The scene depicts part of the city of Geneva and the lake, and was painted at the time Governor and Mrs. Lehman attended an International Health Conference in Switzerland.

ESTATE OF MRS. HERBERT H. LEHMAN, New York, New York
The Papers of Edith A. Lehman for the period 1963-1976. This material consists of personal, political and philanthropic correspondence, memoranda, related printed matter and memorabilia and completes our collection which already covered the years 1908-1962.

JOHN R. LEHMAN and MRS. RICHARD KAYE KORN, New York, New York
Bi-monthly flower arrangement for the Seminar Room.

MR. and MRS. WILLIAM B. LIEBMANN, New York, New York
Whither Bound? by Franklin D. Roosevelt. Boston, 1926. First Edition. 70 other volumes by or about Franklin D. Roosevelt. 27 Roosevelt campaign buttons and a campaign banner. Selected Addresses by Owen D. Young and Gerard Swope. New York, 1930.

NEW YORK UNIVERSITY PRESS, New York, New York
Herbert H. Lehman and New York's Little New Deal by Robert P. Ingalls. Foreword by George Meany. New York, 1975.

MORRIS S. NOVIK, New York, New York
Transcript of television statement by George Meany about Herbert H. Lehman to add to the collection of disc and tape recordings presented in former years.

ORAL HISTORY RESEARCH OFFICE, Columbia University, New York, New York
Photographs of the ceremony held in our Study of the unsealing of the Henry A. Wallace Oral History Collection.

RICHARD M. ROSSBACH, New York, New York
Typed letter, signed, from Herbert H. Lehman to Mr. Rossbach, December 20, 1956. 1 page.

WILLIAM V. SHANNON, Washington, D. C.
A Mission is Born—Italy July 1944-May 1945 by S.M. Keeny. Rome, 1947. Bears an inscription to Herbert H. Lehman from the author.

MRS. THEODORE SONNENFELD, Albany, New York
Photograph of Mrs. Sonnenfeld and Mrs. Leon Lisher of Albany conferring with Governor Lehman concerning legislation sponsored by the Albany Council of Jewish Women (circa 1936).

STERLING AND FRANCINE CLARK ART INSTITUTE, Williamstown, Massachusetts
Several copies of the booklet issued on the occasion of the opening of the Collection of Governor and Mrs. Herbert H. Lehman on June 10, 1976.

JOHN VARGO, Washington, D. C.
Roosevelt, Garner, Lehman...Wagner, O'Brien campaign badge and button, and two Lehman campaign buttons.

HON. EDWARD WEINFELD, New York, New York
Judge Weinfeld continued to add material to the collection of papers and memorabilia which he presented in former years.

BY PURCHASE:

The Era of Franklin D. Roosevelt: A Selected Bibliography of Periodical, Essay, and Dissertation Literature, 1941-1971. Compiled and annotated by William J. Stewart. Hyde Park, New York, 1974.

BY TRANSFER:

COLUMBIA UNIVERSITY LIBRARY, New York, New York
1. Approximately 90 volumes of biographical reference works and histories relating to the Lehman era through the Gift and Exchange Department of the Library Acquisitions Office.
2. The printed reference collection of the Non-Sectarian Anti-Nazi League consisting of books, newspapers, periodicals, press releases, broadsides, pamphlets and propaganda materials through the Library Acquisitions Office and the Herbert Lehman Library of the School of International Affairs.

PROFESSORS WHO HELD SEMINARS IN THE LEHMAN SUITE DURING ACADEMIC YEAR 1975-1976

EDWARD ALLWORTH, Professor of Turco-Soviet Studies and Director of the Program on Soviet Nationality Problems

ZBIGNIEW BRZEZINSKI, Herbert H. Lehman Professor of Government and Director of the Research Institute on International Change

HERBERT A. DEANE, Lieber Professor of Political Philosophy and Professor of Government

JACOB C. HUREWITZ, Professor of Government and Director of the Middle East Institute

ELIZABETH B. MASON, Associate Director of the Oral History Research Office

JAMES P. SHENTON, Professor of History

MARSHALL D. SHULMAN, Adlai E. Stevenson Professor of International Relations and Professor of Government

LOUIS M. STARR, Associate Professor of Journalism and Director of the Oral History Research Office

FRITZ R. STERN, Seth Low Professor of History

MAURICE F. TAUBER, Melvil Dewey Professor of Library Service

PROFESSORS SCHEDULED TO HOLD SEMINARS IN THE LEHMAN SUITE DURING THE ACADEMIC YEAR 1976-1977

ZBIGNIEW BRZEZINSKI, Herbert H. Lehman Professor of Government and Director of the Research Institute on International Change

AINSLEE T. EMBREE, Professor of History and Associate Dean of the Faculty of International Affairs

WILLIAM T.R. FOX, Bryce Professor of the History of International Relations and Director of the Institute of War and Peace Studies

HENRY F. GRAFF, Professor of History

JACOB C. HUREWITZ, Professor of Government and Director of the Middle East Institute

WILLIAM E. LEUCHTENBURG, DeWitt Clinton Professor of American History

ELIZABETH B. MASON, Associate Director of the Oral History Research Office

HARVEY PICKER, Professor of International Relations and Dean of the Faculty of International Affairs

WILLIAM QUANDT, Professor of Political Science

BENNO C. SCHMIDT, JR., Professor of Law

JAMES P. SHENTON, Professor of History

MARSHALL D. SHULMAN, Adlai E. Stevenson Professor of International Relations and Professor of Government

LOUIS M. STARR, Associate Professor of Journalism and Director of the Oral History Research Office

In a review of the activities of the Rare Book and Manuscript Library during 1975-1976 improvements in administration and operations can be demonstrated ~~XXXXXXXX~~ in a wide range ~~number~~ of important and critical areas. The Rare Book Department staff has been strengthened by the addition of a full-time Reference Librarian and Bibliographer; security measures have been taken to fully protect our valuable resources; the number of gifts are at an all-time high, and their variety and value have enriched our research resources; and the Friends of the Columbia Libraries, now marking its twenty-fifth year, continues to support the Libraries, not only through the encouragement of gifts, but also in its academic mission of service to scholarship in these difficult and changing times for higher education. ~~All of the achievements~~ The program of the Rare Book and Manuscript Library, as outlined in this annual report, could have been ~~made~~ carried out, with the cooperation of a skilled and dedicated staff, ~~the imaginative efforts of the Chairman of the Friends, and the leadership~~ and the support of a sympathetic and imaginative ~~University Librarian~~. Library administration, not

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Collection Development and Maintenance

Gifts. During 1975-1976 donors [redacted] added a record number of books and manuscripts to the various collections. Received by gift were 4,460 volumes and 978,458 manuscript items worth $340,244 in appraised or estimated value. The 171 separate donations represent the largest number [redacted] presented in a single year. Among these donations were 53 collections of manuscripts and papers, and groups of papers added to existing collections. The major gifts were recorded in "Our Growing Collections" in each issue of the Columbia Library Columns.

Purchases. During the year we expended $54,289 [redacted], of which $38,500 represented budgeted funds (including binding and periodical allotments). The remaining $15,790 [redacted] represented funds donated to the [redacted] Library for specific purposes, and those generated by the sale of duplicate books, and three appriated by the Friends for the purchase of the Anniversary gift. Purchased during the year were 70 rare editions, 9 collections of papers and printed materials, and 21 individual manuscripts. A detailed breakdown by fund is given in Part III of this report.

Duplicates. [redacted] The largest groups of duplicate books having been disposed of during preceding years, we are able to report only the modest sale of 133 volumes this past year. They had a sale or exchange value of $10,592, of which $6,800 was deposited in the Mixer Fund [redacted] (leaving $13,000 still owed the Fund on the amount originally borrowed to cover an abatement due on the Samuels bequest).

[redacted]

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Binding and Preservation. During the year 158 volumes were bound by the commercial binder (compared with 185 in 1974-1975). The decrease in the number of volumes bound is due to inflating costs and a stationary binding allotment. The Library bindery repaired and recased 391 volumes (compared with 98 in 1974-1975), an encouraging increase which we hope will be maintained because of the large number of volumes awaiting binding attention. during this reporting year. The Rare Book Department also used 859 Gaylord pamphlet bindings for books in wrappers, leaflets and ephemera. 405 leather-bound volumes were lactated and piled, half the number treated the previous year, due to fewer number of staff hours available for this work.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

In addition to the above, we mounted an exhibition, "Random House & Bennett Cerf," in Low Memorial Library Rotunda. The exhibition celebrating the firm's fiftieth anniversary opened with a reception on January 28, 1976, sponsored by the University Librarian and the Friends of the Columbia Libraries, and it received full coverage in the New York Times and other publications, and remained on view through February 20.

Books, and manuscripts and art objects from the collections were also lent for exhibition purposes to the following institutions; ~~numerous other institutions; many of which were related to the Bicenten-nial~~: Adelphi University Library; Barnard College Library; Grolier Club; Hudson River Museum (Yonkers); John F. Kennedy Center for the Performing Arts (Washington, D.C.); Metropolitan Museum of Art; National Portrait Gallery; Pierpont Morgan Library; Science Museum, (London); and Wave Hill Center for Environmental Studies (Bronx, New York).

and the gift of thin papers and imprint file to Gulliksen.)

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BUTLER
LIBRARY EXHIBITS
July 1, 1975 - July 1, 1976

The Frankenhuis Collection of World War I Posters:
May 19 - Sept. 24, 1975

Gifts for 1975:
Sept. 24 - Dec. 15, 1975

Singers & Musicians from the Constance Hope Collection:
Dec. 18, 1975 - March 1, 1976

Two Gifts from Morton Pepper:
The John Steinbeck Collection
and
The C. Doris Hellman Collection of Astronomy Books
March 3 - May 13, 1976

The Faces of Lincoln: Portraits Presented by Morton Pepper:
May 17 - Sept. 29, 1976

LOW LIBRARY EXHIBIT

Random House & Bennett Cerf:
Jan. 28 - Feb. 20, 1976

Bibliographical Control

Rare Book Department.

~~Printed Materials.~~ The rare book collections have been increased this year by the addition of 4,530 volumes through purchase and gift. Our arrearages (after deducting 3,864 volumes cataloged, 133 duplicates sold or exchanged, and 2,828 volumes sent to other departments) now stands at 56,242 volumes (as compared with 58,537 volumes on June 30, 1975).

We are continuing to create records on all uncataloged books and ephemera over which there had previously been no bibliographical control. Approximately 2,200 titles have been described and recorded in the rare book catalog this year. Work has been begun on the Hunt-Berol Collection of American Music, the last major unrecorded resource in the Department, and it is hoped that this collection will be fully listed and described during the coming year.

The total recorded and cataloged holdings in printed materials, as of June 30, 1976, stands at 338,001 volumes. This figure does not include the arrearages of 56,242 volumes.

Manuscript Department. The Library's holdings of manuscripts have been increased by the addition of 25 manuscript collections and numerous smaller groups of letters and papers added to existing collections, comprising 978,458 individual items. This figure represents the largest number of manuscripts added in any single year. During the year 527,893 manuscripts were processed and 14,089 manuscripts and letters were individually cataloged. This last figure also represents a record number of cataloged items.

The total recorded holdings in manuscripts, as of June 30, 1976, stands at 7,033,284 items in 812 separate and distinct collections.

The Columbiana Curator, assigned half-time to the Department, is continuing to prepare, sort, arrange and record the various ephemera, Brander Matthews Museum files, programs, playbills, →

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photographs, engravings, clippings, printed ephemera and scrapbooks. The following items ~~have been~~ processed: this gift: 9,650 pieces of subject material; 221 souvenir programs, 110 portraits; and 2,500 programs in the dramatic file. Approx. 2,000 duplicate programs were discarded.

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Reference and Circulation Services

Statistics on the use of rare books and manuscripts in both Reading Rooms are as follows:

Rare Book Reading Room		Manuscripts Reading Room	
Books	Manuscripts	Manuscripts	Oral History
9,909	1,950	2,067,502	3,424

The above figures represent increases of 75% in the category of "Manuscripts" in the Rare Book Reading Room, and 30% in the category of "Manuscripts" and "Oral History Memoirs" in the Manuscript Reading Room. Because of the increased use pattern in these areas, and the lack of general assistants throughout the year, many manuscript cataloging and processing projects have been deferred. However, wherever possible we have continued to devote attention to those collections which represent our research strength and on which scholars continue to make the heaviest demands, namely collections in the fields of publishing, international affairs, American literature and history, and Columbia University related scholarship.

The number of reader visits recorded in the past year are as follows:

Rare Book Reading Room	4,792
Manuscript Reading Room	1,863

The first of these is 10% more than in the previous year, and the second shows a 5% increase. ~~During peak periods of use (primarily the winter, Spring and summer recesses) both reading rooms were filled to capacity, and it is at these times that our observance of security regulations becomes strained.~~

Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in specific subject areas, ~~primarily English~~ 1,127 reference and gift letters were written by members of the staff, the largest number recorded in any single year.

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Operations

Of particular concern during the past year was the matter of security. Because of the knowledge of the crossover migration of thefts reported from institutions around the country, we reviewed our security procedures and made specific changes, namely, the change of all locks on all levels, limiting access to keys, increasing supervision of general assistants, and the removal of all uncataloged books to locked areas.

With the removal of the Health Sciences Library books from the vault on stack 13 and two caged areas on stack 15, additional areas were made available to the Rare Book and Manuscript Library. Consequently, all uncataloged rare books were moved into the vault on stack 13 where they will receive maximum protection. Also, stack 15 has been cleaned thoroughly, and it is anticipated that we can begin moving into that area in the near future. Because there is no elevator service to stack 15 we plan to shelve there little-used materials such as the Columbia doctoral dissertations, libraries of individuals which must be kept intact because of long-standing agreements, and various types of [illegible] materials allied to manuscript collections, such as publishers' imprint files.

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Administration

Because of the ~~recent~~ July 1, 1976, appointment of a Reference Librarian/Bibliographer in the Rare Book Department and the resulting fulfillment of the staffing pattern for the Rare Book and Manuscript Library, it seems ~~entirely~~ appropriate that the administrative organization for the Library, as described in the Administrative Organization of the Libraries of Columbia University (Chapter X), now be implemented. On July 2, 1976, a memorandum was sent to the Assistant University Librarian for Personnel recommending a reclassification of the Ellenbogen position to that of Assistant Librarian for Rare Books, [redacted] PCII. It was further recommended that Mr. Bernard Crystal assume responsibility as Assistant Librarian for Manuscripts to strengthen the administration of the growing resources in this area and the operating growing use by scholars.

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Staffing and Training

The full-time professional and secretarial staff for the Rare Book and Manuscript Library during the past year was as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Assistant Librarian, Rare Book and Manuscript Library	Bernard R. Crystal
Reference Librarian/Bibliographer, Rare Book Dept.	Rudolph Ellenbogen
Reference Librarian/Bibliographer, Manuscript Dept.	Mary B. Bowling
~~Reference Librarian/Bibliographer, Rare Book Dept.~~ Exhibitions Assistant (part-time)	Alice Schreyer
Curator, Columbiana Library	Paul R. Palmer
Secretary (Alsiffuid, May 27, 1976)	Deborah S. Aaron

The Exhibitions Assistant (part-time) Mr. Coman Leavenworth left service November 19, 1975. He was replaced ~~by Mrs. Alice Schreyer, who began work part-time on January 13, 1976,~~ on a part-time basis, by Mrs. Alice Schreyer, who graduated from the School of Library Service at Columbia in 1975 and was completing work on her doctor's degree at Emory University. Through the use of certain endowment funds her position was made full-time, effective July 1, 1976, with the title Reference Librarian and Bibliographer, PCI. In addition to working on exhibitions, her duties will include supervision of the Rare Book Reading Room at assigned times, providing reference service of all types, organizing and cataloging all non-book and non-manuscript collections, and supervising the maintenance of the card catalogs in the Department.

Mr. Crystal attended the American University Institute, "Introduction to Modern Archives Administration," held at the National Archives in Washington, D.C., May 10-21.

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II. Future Prospects

Although mentioned elsewhere in the report, certain problems are included here as well as they are of serious concern to all members of the staff.

1. The over-riding problem of the Rare Book and Manuscript Library is the need for adequate and appropriate reading room and processing facilities in the areas of both rare books and manuscripts, ~~although the needs may be quite different~~. Present processing areas ~~in both the Rare Book and Manuscript Departments~~ are cramped, inadequate and make-shift, and in order to give proper care and attention to unique and fragile materials properly designed processing areas are essential. ~~required.~~ In addition, reading room facilities are inadequate ~~in both areas~~, and are neither attractive to donors, nor sufficiently conducive to the ~~logical~~ and careful handling of rare books and manuscripts ~~that are~~ so essential to the preservation of these types of library materials. ~~Finally, the public relations aspect of the Library suffers considerably, particularly among prospective donors and friends.~~

2. The rare book arrearages now total volumes (compared with 58,587 volumes in 1974-1975). Improvement has been made in this critical area, but the problem is far from solution. ~~by no means solved.~~ Valuable research materials are not being recorded in the University Library's main card catalog, and consequently scholars are not aware of the extent and depth of our resources. In addition, transfers from the General Library are ~~being~~ delayed, ~~this~~ particularly ~~[illegible]~~ Hebrew books. If we are to give full protection to valuable volumes currently being shelved in the General Library a means for transferring and re-cataloging these volumes quickly and efficiently will have to be found.

3. During the past year we have experienced particular difficulty in obtaining and holding generals assistants in both the Rare Book and Manuscript Departments. We require assistants with some academic

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Physical Environment

Under "Operations" we have discussed the removal of the Health Sciences Library books from stacks 13 and 15 and the effect on the storage facilities of the Rare Book and Manuscript Library. We hope to take full advantage of stack 15 during the coming year, depending upon the availability of general assistants who will do a[redacted] the required shifting of materials.

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background, with language and typing skills; our security regulations require close supervision; and the hours are limited; and the duties performed by assistants are detailed and complex. In view of these requirements it is difficult to find assistants who are willing to stay for a semester or a year when they can find positions requiring less and paying more. The inevitable conclusions are either that we will have to pay general assistants a larger starting hourly rate (at a BA/GA level), or that we will have to hire full-time pages in both the Rare Book and Manuscript Departments.

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Nurse. 3,547 withdrawn 15

Seals 317 withd. 18

3,864
33

3,831
133
2,82

33

58,537
4,530

63,067
6,825

56,242

3,864
33

3831
3,831,170

3,834,001

3864
33

3,864
133
2,828

6,825

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date June 29, 1976

To Division and Department Heads

Subject Annual Reports for 1975/76

Once again, it is time to request annual reports for the various components of the Libraries. Please send two copies of your report to the Planning Office, 309 Butler Library, by July 31, using the structure below and a checklist narrative format for your convenience. Where applicable, route one copy through the appropriate Division Head.

1. Summary of Year's Work

This is the brief narrative record of the year's activities. It should summarize accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

- Collection development and maintenance
- Bibliographic control
- Reference and Circulation Services
- Operations
- Administration
- Staffing or training
- Physical environment
- Equipment

2. Future Prospects

Here it is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The headings listed in the Summary of Year's Work or any other appropriate category may be used to present these items.

3. Additional Reports

In this section, please include any statistical material, exhibits, or reports which will enhance the annual report. We will coordinate the preparation of the annual circulation and change in size of collections reports separately, so these need not be included.

Jerome Yavarkovsky
Assistant University Librarian
for Planning

Mr. Kenneth Lord
801 Butler

1b
7b

Gifts: Total value: $348,244. (Friends: $152,407.)
Volumes: 4,460 vols.
Manuscript items: 976,458 items + 2,000
Number of donations: 171

Coll. of papers: 25 collections

Duplicates: 133 items sold or exchanged
value: $10,592 (of which $6,800 was deposited in the Mixer Fund, leaving approx $13,000 still owed the Fund on the amount borrowed to cover an installment due on the Samuels bequest)

6,054,826
978 458
7,033,284

787
25
812

54290
38500
15790

4468
.20
4,530

Mary O'Connor
x2222

Commercial Binders : 158 net. 5,121
Local Bindery : 391
Gaylord bindings : 859 total 344,025
Lacquering + oiling : 405

Bib Control
Vols to other depts : 2,828
vols discarded : 2,200

Mss.
Mss. processed : 14,089
Mss. catalogued : 527,893

Ref + circulation
Use RBRR 9,909 books
1950 mss.
MsRR 2,067,502 mss
3424 oral hist

Reader visits : RBRR 4,792
MsRR 1,863

No. of Lectures _____

Ref. Lectures 1127

Withdrawn
from
Acreage
2,828

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date 1 July 1976

To KALohf

Subject 1975-1976 Annual Report - Manuscript Reading Room

Processing Statistics

Catalogued -	14089
Processed -	527893
Total	541,982

NOTE: PROCESSING STATISTICS DO NOT INCLUDE CORDIER OR KOO COLLECTIONS)

Number of readers, Room 833 1863

Number of lectures given, M.B. Bowling - 2

(16 Sept. 1975 - Vaughn's history seminar, and
27 May 1976 - S. Thompson's SLS class in manuscripts)

Problems and projects for the coming year:

Most immediate problem is continuing lack of GA's, despite hours budgeted. Perhaps Personnel and this department need to rethink current hiring methods? Most of the massive projects on the agenda are listing and typing, which can and should be done by GA's.

My backlog remains at approximately the same amount as reported last year. Among the old items are the searching and cataloguing of D.E. Smith, Hunt/Berol music mss, and Jay letterbooks and flats. Newer business is the searching, cataloguing and refinement of Wellington Koo and Andrew Cordier Collections.

Processing space

Operations : stacks 15
Reps changed - security

Use of Oral History 1975/76

	No. of vols
July	233
Aug	233
Sept	96
Oct	281
Nov	179
Dec	439
Jan	370
Feb	278
Mar	651
Apr	105
May	190
June	369
Total	3,424

Use of Books Rare Book Room 1975/76

July	713
Aug	2,364
Sept	421
Oct	668
Nov	784
Dec	230
Jan	585
Feb	660
Mar	880
Apr	947
May	30
June	1,027
Total	9,909

1975/76

Use of Mss Rare Book Room	
July	96
Aug	223
Sept	278
Oct	260
Nov	77
Dec	47
Jan	24
Feb	39
Mar	51
Apr	133
May	644
June	78
Total	1,950

Use of Mss Manuscript Room	
	508, 829
	264, 417
	60, 475
	203, 154
	107, 470
	172, 716
	150, 617
	58, 438
	87, 386
	104, 678
	117, 194
	232, 128
Total	2, 067, 502

PRESERUATION STATISTICS

RARE MATERIALS

LACTATING + OILING	405
GAYLORDS	859
GREEN BOX	?

INSIDE BINDERY

		STEINMAN
SPECIAL REPAIRS	29	121
SPECIAL BOARD PORTFOLIOS	257	
BOX	1	
	287	

NON RARE MATERIALS

MS CATALOGS + PE		
INSIDE BINDERY	104	COMMERCIAL 37

	INSIDE	OUTSIDE
TOTAL ALL MAT	391	158

NUMBERS OF READERS

4,792

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date June 8, 1976

To Mr. Lohf

Subject Friends Endowment Account

Miss Lief has transferred the $15,000 to the Friends Endowment principle. In addition, she transferred the $2,000 from the Oko Gift and has consolidated the two Friends endowment accounts.

Helen M. Selesky
Assistant to the
University Librarian

HMS:fp

Averages

3563 (to May 12)
58,537 (on June 30, 1975)
62,100

109 (Dups sold)

61,991

749 (Dups to Lane, etc)

61,242
3,117 Mss. (to end of April)
58,125

Total gifts: $250,410 (through April)

Friends only: $87,133 (through April)

Weekly sub-total: $13,438. (up by post of May)
Friends " " : 147,507.

RARE BOOK AND MANUSCRIPT LIBRARY
Uncataloged Collections

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
AAUP	American Assoc. of University Presses. Exhibit books.	259	Uncat		1965-date	Archival copy 24-45 titles/year
AIGA	American Institute of Graphic Arts. "Fifty books of the Year."	2,500	Uncat		1923-date	Archival copy 50 titles/year
Auction & Book Dealer Catalogs	20th century & some 19th century American Chiefly New York, some English and European firms	10,000	Uncat		-date	
Apollinaire	By and about Appollinaire	75	B		1970	
B	Newspapers (Single issues) primarily 19th century America	87	B		various	
Barnard	American & British literature 19th & 20th century	225	B		1974	Barnard College gift
Barnouw	Netherlands history, 17th & 18th century imprints.	225	B		1948	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
Barnouw	Dutch imprints and broadsides 17th & 18th century	50	B		1975	
Barzun	Literature & music, 19th & 20th century H.J. Barzun books.	1,000	B		1953-date	
Bell	Angling	600	B		1974	
W.E. Benjamin	English & American literature 19th century; some 18th & 20th century.	350	B		1943-1968	
Berol	English Literature, 19th cent.	20	B		1953-1972	
Churchill	Books by and about Winston L.S. Churchill	500	B		1957-66	
Clark	17th-19th century English & American language & literature	75	B		1962	
Cocteau	Books by and about Cocteau	100	B		1971	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
Contemporary authors	Works primarily by, but also about Steinbeck, T. Williams, E. Waugh, G. Greene and Auden	320	B		1970-date	Filed seperately by authors
Dramatic Library	Acting Editions; primarily 19th century publications by Samuel French. Some with notes.	4 boxes	D.L.			Printed catalog does not include additions
Engel	American & British 19th & 20th century literature	750	Engel		1952/61-date	
Erskine Collection	American & British Literature	400	B		1957-75	
Erskine Library	Books from the library of John Erskine; American & British literature of the 19th & 20th century	2,300	Erskine Library		1957-75	
Gildersleeve	17th-18th century English & American & European Liter.	200	B		1962/64	
Greenberg: Publisher	Imprints	450	Uncat		1975	
Haldeman Julius	Imprints	300	Uncat		1971	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
Hamilton	By, about & from the library of Alexander Hamilton	900	Uncat		1973	Permission required to use.
Harper	19th century imprints of Harper & Brothers.	2,700	B & Uncat		1975	
Hauptmann	By & about Gerhardt Hauptmann	175	B		1968	
Horace-Macy	Editions of Horace	28	B		1966	
Heubsch	English & American Literature of the 20th century	350	B		1965	
Heubsch Imprints	Imprints	400	Uncat		1965	
Hunt-Berol	American & English music, some European harmonies, psalmodies & music books, 16th-20th century; mostly 19th century.	5500	B		1964/66	
Hunt-Berol Sheet music	18th-20th century sheet music, mostly 19th century.	22000	Uncat		1964/66	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
Incunabula	15th century books	1000	Incunabula	Incunabula		Most not listed in GC. Arranged by Goff no.
Kent	Books from the Library of James Kent, many with his notes in ms. 19th century literature & history.	1500	Uncat		1951	Permission required to use
Levi	French literature 17th-19th century	160	B		1971	
Lodge/Plautus	Plautiana-many European dissertations	300	see note		1944	consider for transfer to GL
Macy-Masius	Imprints	45	Uncat		1974	
Marshall	17th-19th century Anglo-Italian literature	200	B		1974	
Meloney	20th century American and British literature; contemporary affairs	350	B		1962-1966	
Mexican Imprints	16th-19th century books printed in Mexico	150	B		1940	

COLLECTIONS	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIF-ICATION	DATE ACQUIRED	NOTES
Mudge	Children's periodicals	125 titles in 500 volumes	HCCL		1958	Additional 130 titles as single issue
Natural science	Botany, biology, geology etc.	250	transfer to B			On deposit from Science libraries listed in GC
Nevins	19th & 20th century American literature & history	500	B		1971	
Nicholson	17th-18th century English literature	50	B		1962	
Pantheon	Imprints	100	Uncat		1974	
Plimpton	Education & humanistic writings	11000 see note	Plimpton		1936	Figure includes only uncataloged material. Cataloged materials are listed in GC
Random House	Imprints	6000	Uncat		1972-date	
Reader's Club	Imprints	30	Uncat		1974	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
Robinson, Mabel	20th century Juvenile literature by students of Mabel Robinson	330	Uncat		1959	
Samuels	English & American Literature 16th-20th centuries	2000	B		1974	
Schuster	20th century British & American literature	225	B		1971	
Schulze	German literature	60	B		1964	
Seligman	1850-1900 Economics & politics 1790-1800 Science	12000	Seligman		1929	Figure includes only uncataloged material cataloged material is listed in GC
Seligman-Place	Pamphlets, Late 18th century and early 19th century	400	Seligman-Place		1929	
Seligman-Pamphlets	Primarily 19th, and some 20th century	400	Seligman		1929	
Smith	Mathematics, astronomy, early science	5,000	Smith		1931	Figure includes only Uncataloged material cataloged material is listed in GC

COLLECTIONS	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
Smith, pamphlets	17th-20th century scientific history of science & pedogogical pamphlets, reprints & offprints	3700	Smith		1931	
Somerville	20th century literature and drama	1500	B, Uncat		1958	no self list
Tannenbaum	History & travel, Mexico South America & Pacific	150	B		1969	
Thorndike	16th-18th century history of science	150	B		1966	
Typographic	Printing & related materials	5000	BA		1940	Figure includes only uncataloged material
Wise Forgeries	19th century English literature	50	B			11 already cataloged
World War II literature	Books issued by Editions for Armed Services Inc.	132	Uncat			
				R. Ellenbogen	Oct. 1975	

RARE BOOK AND MANUSCRIPT LIBRARY
Uncataloged Collections

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AAUP	American Assoc. of University Presses. Exhibit books.	259	Uncat		1965-date	Archival copy 24-45 titles/year
AIGA	American Institute of Graphic Arts. "Fifty books of the Year."	2,500	Uncat		1923-date	Archival copy 50 titles/year
Auction & Book Dealer Catalogs	20th century & some 19th century American Chiefly New York, some English and European firms	10,000	Uncat		-date	
Apollinaire	By and about Appollinaire	75	B		1970	
B	Newspapers (Single issues) primarily 19th century America	87	B		various	
Barnard	American & British literature 19th & 20th century	225	B		1974	Barnard College gift
Barnouw	Netherlands history, 17th & 18th century imprints.	225	B		1948	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
Barnouw	Dutch imprints and broadsides 17th & 18th century	50	B		1975	
Barzun	Literature & music, 19th & 20th century H.J. Barzun books.	1,000	B		1953-date	
Bell	Angling	600	B		1974	
W.E. Benjamin	English & American literature 19th century; some 18th & 20th century.	350	B		1943-1968	
Berol	English Literature, 19th cent.	20	B		1953-1972	
Churchill	Books by and about Winston L.S. Churchill	500	B		1957-66	
Clark	17th-19th century English & American language & literature	75	B		1962	
Cocteau	Books by and about Cocteau	100	B		1971	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFIC-ATION	DATE ACQUIRED	NOTES
Contemporary authors	Works primarily by, but also about Steinbeck, T. Williams, E. Waugh, G. Greene and Auden	320	B		1970-date	Filed seperately by authors
Dramatic Library	Acting Editions; primarily 19th century publications by Samuel French. Some with notes.	4 boxes	D.L.			Printed catalog does not include additions
Engel	American & British 19th & 20th century literature	750	Engel		1952/61-date	
Erskine Collection	American & British Literature	400	B		1957-75	
Erskine Library	Books from the library of John Erskine; American & British literature of the 19th & 20th century	2,300	Erskine Library		1957-75	
Gildersleeve	17th-18th century English & American & European Liter.	200	B		1962/64	
Greenberg: Publisher	Imprints	450	Uncat		1975	
Haldeman Julius	Imprints	300	Uncat		1971	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
Hamilton	By, about & from the library of Alexander Hamilton	900	Uncat		1973	Permission required to use.
Harper	19th century imprints of Harper & Brothers.	2,700	B & Uncat		1975	
Hauptmann	By & about Gerhardt Hauptmann	175	B		1968	
Horace-Macy	Editions of Horace	28	B		1966	
Heubsch	English & American Literature of the 20th century	350	B		1965	
Heubsch Imprints	Imprints	400	Uncat		1965	
Hunt-Berol	American & English music, some European harmonies, psalmodies & music books, 16th-20th century; mostly 19th century.	5500	B		1964/66	
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Kent	Books from the Library of James Kent, many with his notes in ms. 19th century literature & history.	1500	Uncat		1951	Permission required to use
Levi	French literature 17th-19th century	160	B		1971	
Lodge/Plautus	Plautiana-many European dissertations	300	see note		1944	consider for transfer to GL
Macy-Masius	Imprints	45	Uncat		1974	
Marshall	17th-19th century Anglo-Italian literature	200	B		1974	
Meloney	20th century American and British literature; contemporary affairs	350	B		1962-1966	
Mexican Imprints	16th-19th century books printed in Mexico	150	B		1940	

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Natural science	Botany, biology, geology etc.	250	transfer to B			On deposit from Science libraries listed in GC
Nevins	19th & 20th century American literature & history	500	B		1971	
Nicholson	17th-18th century English literature	50	B		1962	
Pantheon	Imprints	100	Uncat		1974	
Plimpton	Education & humanistic writings	11000 see note	Plimpton		1936	Figure includes only uncataloged material. Cataloged materials are listed in GC
Random House	Imprints	6000	Uncat		1972-date	
Reader's Club	Imprints	30	Uncat		1974	

COLLECTION	SUBJECT	NO. OF VOLUMES	DISPOSITION	CLASSIFICATION	DATE ACQUIRED	NOTES
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Samuels	English & American Literature 16th-20th centuries	2000	B		1974	
Schuster	20th century British & American literature	225	B		1971	
Schulze	German literature	60	B		1964	
Seligman	1850-1900 Economics & politics 1790-1800 Science	12000	Seligman		1929	Figure includes only uncataloged material cataloged material is listed in GC
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Seligman-Pamphlets	Primarily 19th, and some 20th century	400	Seligman		1929	
Smith	Mathematics, astronomy, early science	5,000	Smith		1931	Figure includes only Uncataloged material cataloged material is listed in GC

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Tannenbaum	History & travel, Mexico South America & Pacific	150	B		1969	
Thorndike	16th-18th century history of science	150	B		1966	
Typographic	Printing & related materials	5000	BA		1940	Figure includes only uncataloged material
Wise Forgeries	19th century English literature	50	B			11 already cataloged
World War II literature	Books issued by Editions for Armed Services Inc.	132	Uncat			
				R. Ellenbogen	Oct. 1975	

RARE BOOK AND MAUSCRIPT LIBRARY
Ephemeral Collections

Collection	Subject	Size
B EPHEMERA	Literary and historical	132 pieces
BOOK ARTS	Book Clubs Illustrator (specimens) Portrait and biographical Press (specimens) Publisher Subject	30 boxes 4 boxes 47 boxes 79 boxes 3 boxes 97 boxes
CHURCHILL, Winston L. S.	Ephemera, memorabilia, etc.	4 boxes
COLUMBIA UNIV. HISTORICAL RECORDS	Tapes, films, phonorecords of Columbia University events and activities	159 phonorecrds 55 tapes 10 motion pictures
DRAMATIC MUSEUM	A collection of prints, photographs, pamphlets, clippings, playbills and programs dealing with the theater, chiefly American and English in all its aspects: drama opera, dance, movies, puppets and spectacles. The majority of the materials document the 19th century.	
Playbills	American and English playbill broadsides ca. 1750-1900, arranged by city and subdivided by theater, chiefly the New York and London stage with some English provincial and northeastern U.S. cities represented.	ca. 18,500 items
Portraits	Prints and photographs of actors, actresses, opera stars, movie stars, dancers, playwrights, composers and other performing artists. Arranged by name in three groups: Prints and photographs: 60% American, 40% English and others; Carte de visite photographs and prints 90% American, 10% English and others; Cabinet photographs: 75% American, 25% English and others.	ca. 30,000 items

Collection	Subject	Size
Programs	Dramatist file: a selective collection of twentieth century programs, arranged by playwright, composer, producer or other important person connected with the production. Chiefly from New York and to a lesser extent from other northeastern U.S. cities.	In process
	Souvenir program file: a selective group of late 19th and early 20th century American and English souvenir programs	ca. 300 items
	Theater file: a collection of 2oth century American and English programs, chiefly the New York and London stage, arranged by city and subdivided by thaeater.	59 shelves of boxes in storage. Not available for use at this time.
Scrapbooks	Albums of photographs of actors, actresses, etc. and scrapbooks of clippings: Photo albums Clipped or bound programs Clippings	 11 shelves 4 shelves 12 shelves In storage. Not available for use at this time.
Subjects	Clippings, pamphlets, prints and photgraphs arranged by name and subject. Includes many prints and photographs of scenes from plays as well as extensive files on Shakespeare and Moliere.	ca. 12,000 items
EPSTEAN	Trade catalogues Stereographs Photographs of Asia and the Middle Easet, 19th and 20th centuries.	25 v. 200 items 19 v.
KILROE	Tammanyiana Broadsides Campaign literature	1 scrapbook 18 boxes 2 scrapbooks
	Cartoons Memorabilia	4 map case drawers 1 scrapbook 1 scrapbook 2 boxes } 1 map case drawer
	Miscellaneous (photos, prints, views) Portraits	1 scrapbook 58 & misc. subjects

Collection	Subject	Size
MAPS	Historical, 16 - 19 century Touring, 19 - 20 century, American and European	1,400 maps ca. 750 maps - Not available for use at this time.
PLIMPTON	Paintings of literary figures. (Permission required to use.)	35 paintings
PORTRAITS (General)	Etchings, engravings, photographs. (See also Book Arts, Dramatic Museum, Kilroe, Plimpton, and Smith.)	54 boxes
POSTERS		
Engel (General)	American, English, French, publishers; World War I and I; Humane treatment of animals; Theatrical posters; Poster artists.	5,000
Frankenhuis	World War I.	4,000
SELIGMAN	Economics and political science	
Documents and Broadsides	1565 - 1921. Documents arranged geographically. Broadsides arranged chronologically.	350
Pamphlets	Primarily 19th century and some 20th century	3,400
Place	Pamphlets, late 18th century and some early 19th century	400
SMITH		
Pamphlets	17th through 20th century scientific, history of science and science pedagogical pamphlets, including reprints and offprints.	3,700
Portraits	Portraits of scientists, primarily prints and some photographs	1,200 subjects

Collection	Subject	Size
SPEECH RECORDINGS		
American Speech Recordings	Dialect recordings from various geographical areas of the United States	282
Speech Lab Archives	Literary readings, political speeches, recordings at events, dialect recordings. These recordings are for the most part noncommercial in origin. Late 1920's through late 1940's.	1,200 records transcribed onto 110 tapes.
Speech Recording Library	Contents similar to Speech Lab Archives, but recordings are mainly commercially produced.	350
TAPE RECORDING COLLECTION	Tapes recorded from the programs of Radio Budapest Kossuth, Oct. 23- Nov 4, 1950	160 tapes
	Other tapes, primarily dramatic readings and some news events	150 tapes
USSR	Clippings on communism; not necesssarily limited to within the USSR. Arranged by subject. Clippings were made between 1929-1941.	600 looseleafs 21 boxes
WILBUR PROTEST LITERATURE	Anti-war, gay liberation, women's liberation, union, political, and "protest" movements ephemeral literature. Ephemera collected 1970 - date	300 items
WORLD WAR II	Literature & the war (Editions of the Armed Forces imprints) Magazine covers with American Flag Magazine covers with Women War Workers Occupation of Germany (Broadsides) Propaganda (Cartoons, ephemera) Russian posters (Tass issued, 1939-1945) Underground literature (European resistance, 1939-1945)	132 vol 113 pieces 72 pieces 1,000 items 125 pieces 75 posters 100 items

R. Ellenbogen
13 October 1975

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Subjects	Clippings, pamphlets, prints and photgraphs arranged by name and subject. Includes many prints and photographs of scenes from plays as well as extensive files on Shakespeare and Moliere.	ca. 12,000 items
EPSTEAN	Trade catalogues Stereographs Photographs of Asia and the Middle Easet, 19th and 20th centuries.	25 v. 200 items 19 v.
KILROE	Tammanyiana Broadsides Campaign literature	1 scrapbook 18 boxes 2 scrapbooks
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Frankenhuis	World War I.	4,000
SELIGMAN	Economics and political science	
Documents and Broadsides	1565 - 1921. Documents arranged geographically. Broadsides arranged chronologically.	350
Pamphlets	Primarily 19th century and some 20th century	3,400
Place	Pamphlets, late 18th century and some early 19th century	400
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TAPE RECORDING COLLECTION	Tapes recorded from the programs of Radio Budapest Kossuth, Oct. 23- Nov 4, 1950	160 tapes
	Other tapes, primarily dramatic readings and some news events	150 tapes
USSR	Clippings on communism; not necesssarily limited to within the USSR. Arranged by subject. Clippings were made between 1929-1941.	600 looseleafs 21 boxes
WILBUR PROTEST LITERATURE	Anti-war, gay liberation, women's liberation, union, political, and "protest" movements ephemeral literature. Ephemera collected 1970 - date	300 items
WORLD WAR II	Literature & the war (Editions of the Armed Forces imprints) Magazine covers with American Flag Magazine covers with Women War Workers Occupation of Germany (Broadsides) Propaganda (Cartoons, ephemera) Russian posters (Tass issued, 1939-1945) Underground literature (European resistance, 1939-1945)	132 vol 113 pieces 72 pieces 1,000 items 125 pieces 75 posters 100 items

R. Ellenbogen
13 October 1975

III Additional Report

BOOK ORDER FUNDS
1975-76 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	23 1,510.72		3 11,618.73			13,129.45
297	19 2,251.33	11 2,071.48	5 1,952.88			6,275.69
299				3 850.00		850.00
429		1 666.00				666.00
482	7 5,818.00					5,818.00
483		1 470.00				470.00
484	10 1,851.14					1,851.14
497	5 6,635.00					6,635.00
533	1 53.06	6 15,300.00				15,353.06
534	3 1,631.06	1 400.00	1 187.00			2,218.06
535	1 450.00					450.00
536	1 100.00	1 473.00				573.00
TOTALS	70 20,300.31	21 19,380.48	9 13,758.61	3 850.00		54,289.40

General Fund

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	12 $ 633.50		1 Blunden $1,133.73			$1,767.23
August						—
September	3 $ 102.22					$ 102.22
October	3 $187.50		2 $10,485.00			$10,672.50
November	2 $442.50					$ 442.50
December						—
January						—
February						—
March	1 $ 15.00					$ 15.00
April	1 $ 35.00					$ 35.00
May	1 $ 95.00					$ 95.00
June						
TOTALS	23 1,510.72		3 11,618.73			13,129.95

Allotment: $13,000. (also: Binding $5,000; Periodicals $700)

Duplicates

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $ 35.00	5 Morris, Snider, Arlen, Blunden, Corvo $919.63	2 Crime Writers Essay Wheeler $602.88			$1,557.51
August						———
September		1 Plimpton Ms 256 $284.85	2 Bird-Bath $350.00			$ 634.85
October		1 Cooper $127.00 (+ $473. on 536)				$ 127.00
November	1 Thurber $232.00	1 Santayana $ 65.00				$ 297.00
December	2 $ 99.00					$ 99.00
January	2 LaFarge, Mailer $450.00	1 Sanders $350.00	1 Perryman $1,000.00			$1,800.00
February	6 Blunden, Clemens $900.00					$ 900.00
March	6 $335.33	1 Mitchum $ 75.00				$ 410.33
April		1 Jewett $250.00				$ 250.00
May	1 $200.00					$ 200.00
June						
TOTALS	19 2,251.33	11 2,071.48	5 1,952.88			6,275.69

Balance in Fund on June 30, 1975: $3,706.25 Feb. 13, '76 7069.15

Appraisals

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISAIS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January				1 $400.00		$ 400.00
February				1 $100.00		$ 100.00
March						—
April				1 $350.00		$350.00
May						—
June						
TOTALS				3 $850.00		$850.00

Allotment: $1,500.

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		1 (orvd) $666.00				$ 666.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						
June						
		1 666.00				$ 666

Allotment: $666.

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	2 $3,575.00					$3,575.00
August						—
September	1 $878.00					$ 878.00
October	2 $315.00					$ 315.00
November	1 $950.00					$ 950.00
December						—
January						—
February						—
March						—
April	1 $100.00					$ 100.00
May						
June						
TOTALS	7 5,818.00					5,818.00

Allotment: #5,818.

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISAIS	MISCELLANEOUS	TOTAL
July		1 Corvo $470.00				$ 470.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						
June						
TOTALS		470.00				#470.

Allotment: #470

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISAIS	MISCELLANEOUS	TOTAL
July	5 $ 995.00					$ 995.00
August						—
September	3 $333.14					$ 333.14
October						—
November	2 $523.00					$ 523.00
December						—
January						—
February						—
March						—
April						—
May						
June						
TOTALS	10 1,851.14					1,851.14

Allotment: $1,832.

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $5,050.00	Leontius Nilus Boethius				$5,050.00
August	1 Eusebius $1,200.00					$1,200.00
September						—
October	1 $ 155.00					$ 155.00
November						—
December						—
January						—
February						—
March						—
April	1 $ 230.00					$ 230.00
May						
June						
TOTALS	5 6,635.00					6,635.00

Allotment: $6,532.

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October		3 Masefield $1,300.00				$1,300.00
November						—
December						—
January	1 $ 53.06					$ 53.06
February						
March		2 Santayana Kent $2,000.00				$2,000.00
April		1 Kent $12,000.00				$12,000.00
May						—
June						
TOTALS	1 53.06	6 15,300.00				4 15,353.06

Friends Endowment

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISAIS	MISCELLANEOUS	TOTAL
July	2 Firbank Malvezzi $1,596.06	1 Barr $400.00	1 Blunden $187.00			$2,183.06
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April	1 $ 35.00					$ 35.00
May						
June						
TOTALS	3 1,631.06	1 400.00	1 187.00			$ 2,218.06

Allotment: $ 2,204.

Miscellaneous Gifts

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December	1 De Quincey $450.00					$ 450.00
January						—
February						—
March						—
April						—
May						—
June						
TOTALS	1 450.00					450.00

1975-76	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $100.00					$ 100.00
August						—
September						—
October		1 $473.00 looper (+$127.00 297)				$ 473.00
November						—
December						—
January						—
February						—
March						—
April						—
May						
June						
TOTALS	1 100.00	1 473.00				573.00

Allotment: #573.